

Job Seeking Skills Workshops

July– December, 2015

★ **Cedar City Employment Center**
176 E. 200 N. • Cedar City

Register for
reserved seating.
Walk-ins
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

For more information, please call toll free:
1-866-747-9762, 435-865-6530,
visit jobs.utah.gov or come to DWS at
176 E. 200 N. • Cedar City, Utah

Job Seeking Skills

RESUMÉ WRITING - 9:30 AM-11:30 AM:

July 14, 28
August 11, 25
September 8, 22
October 13, 27
November 10, 24
December 8, 22

INTERVIEWING SKILLS - 9:30 AM-11:30 AM:

July 9, 23
August 6, 20
September 3, 17
October 1, 15, 29
November 12
December 10

JOB SEARCHING WITH TECHNOLOGY - 9:30 AM-11:30 AM:

July 7, 21
August 4, 18
September 1, 15
October 6, 20
November 3, 17
December 1, 15

NETWORKING STRATEGIES - 9:30 AM-11:30 AM:

July 2, 16, 30
August 13, 27
September 10, 24
October 8, 22
November 5, 19
December 3, 17, 31

RESUMÉ WRITING:

Learn how to develop an effective resumé that will get you an interview.

INTERVIEWING SKILLS:

Strategize ways to confidently complete an interview.

JOB SEARCHING WITH TECHNOLOGY:

Learn advanced job search techniques to find the best commercial job sites, publish resumé online and research companies.

NETWORKING STRATEGIES:

Learn how to design and implement a networking plan.

continued

Workforce Services • jobs.utah.gov



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.
Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

Job Seeking **Skills Workshops**

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July - December 2015 (continued)

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Life Skills

BUDGETING AND REBUILDING YOUR FINANCES - 9:30 AM-11:30 AM:

July 1, 15
August 5, 19
September 2, 16
October 7, 21
November 4, 18
December 2, 16

BUDGETING AND REBUILDING YOUR FINANCES:

Learn how to budget, save, repay debt and build credit.

Workforce Services • jobs.utah.gov



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